

Oracle 11i Attachments

Attach One Time Document
To Requisitions

Prerequisites

- Requisition must be complete
- Requisition must be saved
- Document must be saved in a folder you have access to.
- Should login through E-Business Suite to avoid having to login again when attaching the document.
- http://sun2.wgresorts.com:9115/OA_HTML/AppsLocalLogin.jsp

Attach a New Document

Step 1

Oracle Applications - FIN98

File Edit View Folder Tools Window Help

Requisition Summary to Requisitions (RMI-HOA OPERATING UNIT) - 30000037

Number **30000037** Type **Purchase Req** Preparer **DEVORE, CHARLA**

Description **Test CO Attachme** Status **Incomplete** Total **USD 445.00**

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Items Source Details Details Currency

Num	Rev	Category	Description	UOM	Quantity	Price	
1	0	Telecom.Servic	TELECOM TECHNICIA	Hour	5	89	

Destination Type **Expense** Source **Supplier**

Requestor **DEVORE, CHARLA** Supplier **PINNACLE COMMUNICATIO**

Organization **RMI-HOA Ocoee Co's 350-398,4** Site

Location **RMI Ocoee** Contact

Subinventory Phone

Catalog... Distributions Approve...

- Start with a completed requisition
- Click on the Number Field to attach document at the Header level

Attach a New Document

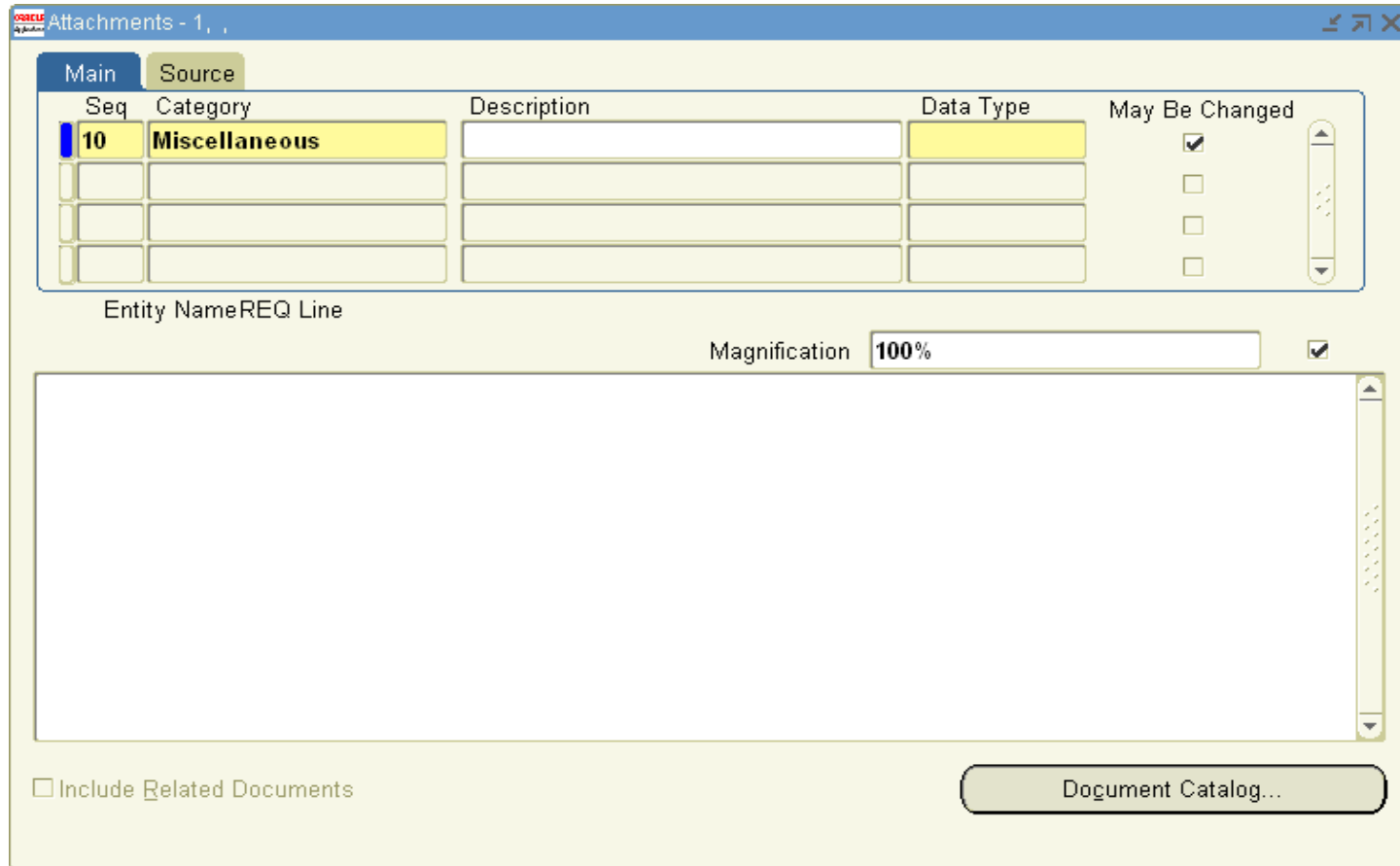
Step 2



- Click the Paper Clip on the Oracle Tool Bar to attach a document

Attach a New Document

Step 3



The screenshot shows a window titled "Attachments - 1, 1" with two tabs: "Main" and "Source". The "Source" tab is active, displaying a table with the following columns: Seq, Category, Description, Data Type, and May Be Changed. The first row is highlighted in yellow and contains the values 10, Miscellaneous, an empty description field, a yellow data type field, and a checked checkbox. Below the table, there is a label "Entity NameREQ Line" and a "Magnification" dropdown set to "100%". A large empty rectangular area occupies the lower half of the window. At the bottom left, there is a checkbox labeled "Include Related Documents". At the bottom right, there is a button labeled "Document Catalog...".

Seq	Category	Description	Data Type	May Be Changed
10	Miscellaneous			<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Entity NameREQ Line

Magnification 100%

☐ Include Related Documents

Document Catalog...

- Attachments Form will appear, tab to the category and enter Miscellaneous.

Attach a New Document

Step 4

The screenshot shows a software window titled "Attachments - 1". It has two tabs: "Main" and "Source". The "Main" tab is active, displaying a table with the following columns: "Seq", "Category", "Description", "Data Type", and "May Be Changed".

Seq	Category	Description	Data Type	May Be Changed
10	Miscellaneous	77001385 Service Quote	File	<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Below the table, there is a label "Entity NameREQ Line". To the right, there is a "Magnification" field set to "100%" with a checkmark icon. At the bottom left, there is a checkbox labeled "Include Related Documents". At the bottom right, there is a button labeled "Document Catalog...". A central button labeled "Open Document..." is also visible.

- Tab to Description and enter a meaningful description – Try to include the document # you are attaching it to so other's can look it up from the document catalog and attach to other documents.

Attach a New Document

Step 5

The screenshot shows the 'Attachments - 1' window with the 'Source' tab selected. It contains a table with the following data:

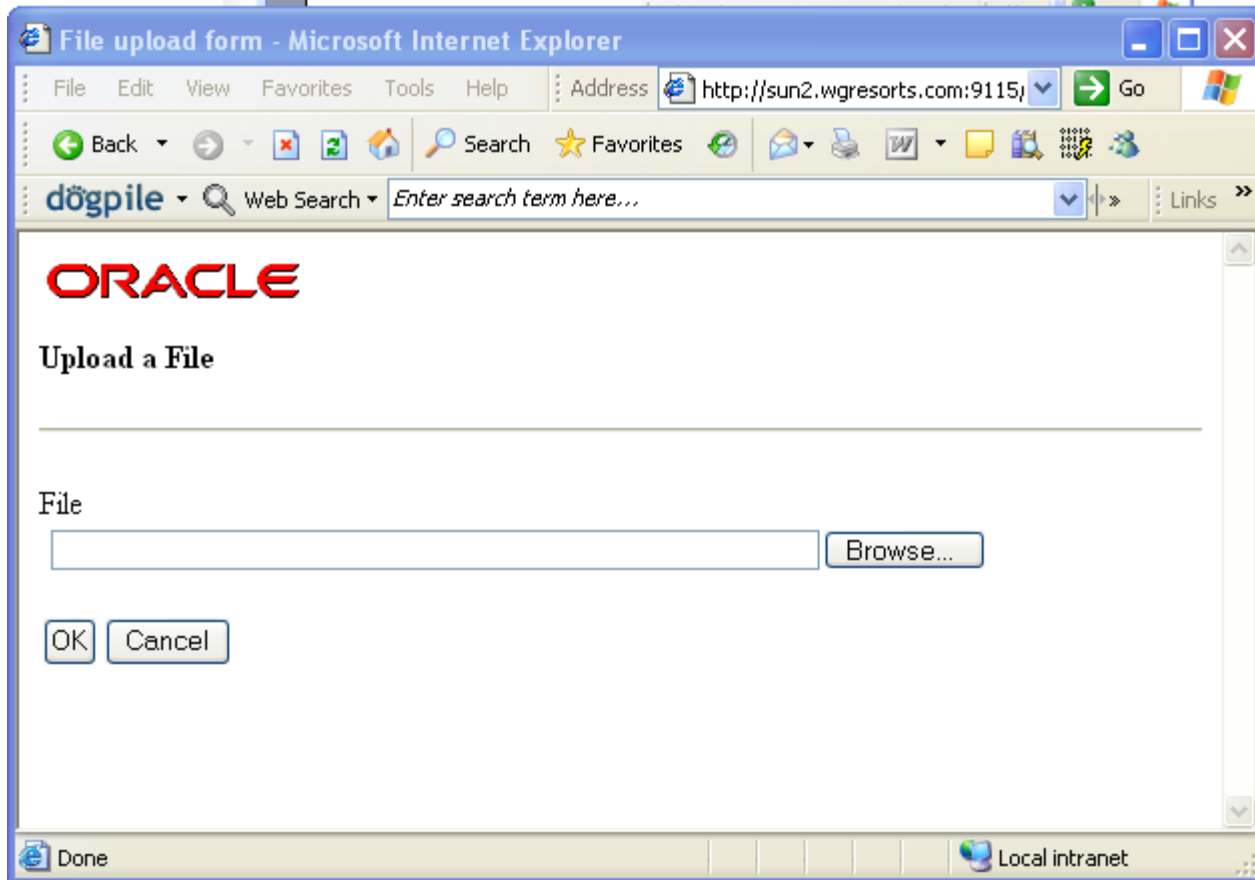
Seq	Category	Description	Data Type	May Be Changed
10	Miscellaneous	77001385 Service Quote	File	<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Below the table, the text 'Entity NameREQ Line' is visible. To the right, there is a 'Magnification' dropdown set to '100%' and a checked checkbox. At the bottom left, there is a checkbox labeled 'Include Related Documents'. At the bottom right, there is a button labeled 'Document Catalog...'. In the center, there is a button labeled 'Open Document...'.

- Tab to Data Type and Enter File. If you did not login via the E-Business Suite but logged in through to Oracle Forms you will be prompted to login to E-Business Go to Step 10 if you get the Oracle Login Prompt Otherwise a New window will open.

Attach a New Document

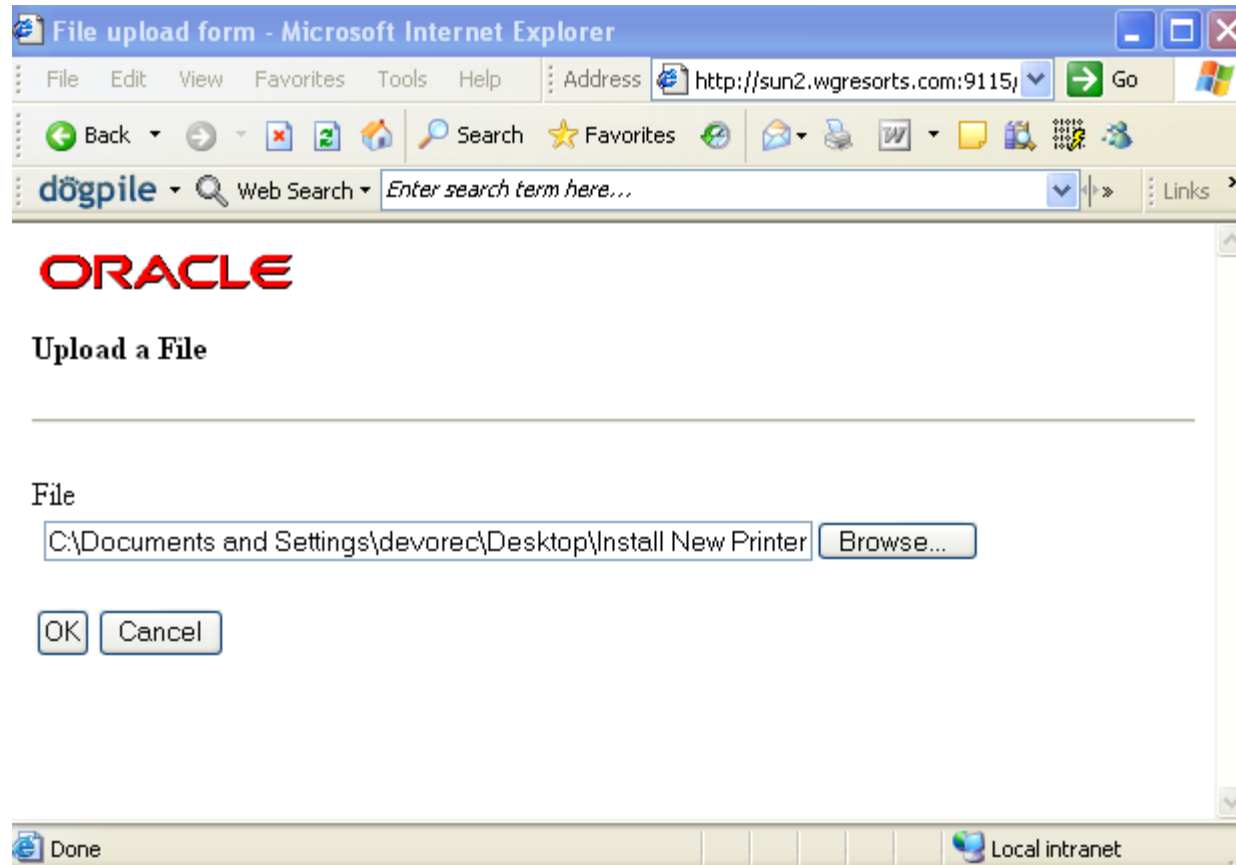
Step 6



- Expand Window to show the Browse button and then browse to the file location.

Attach a New Document

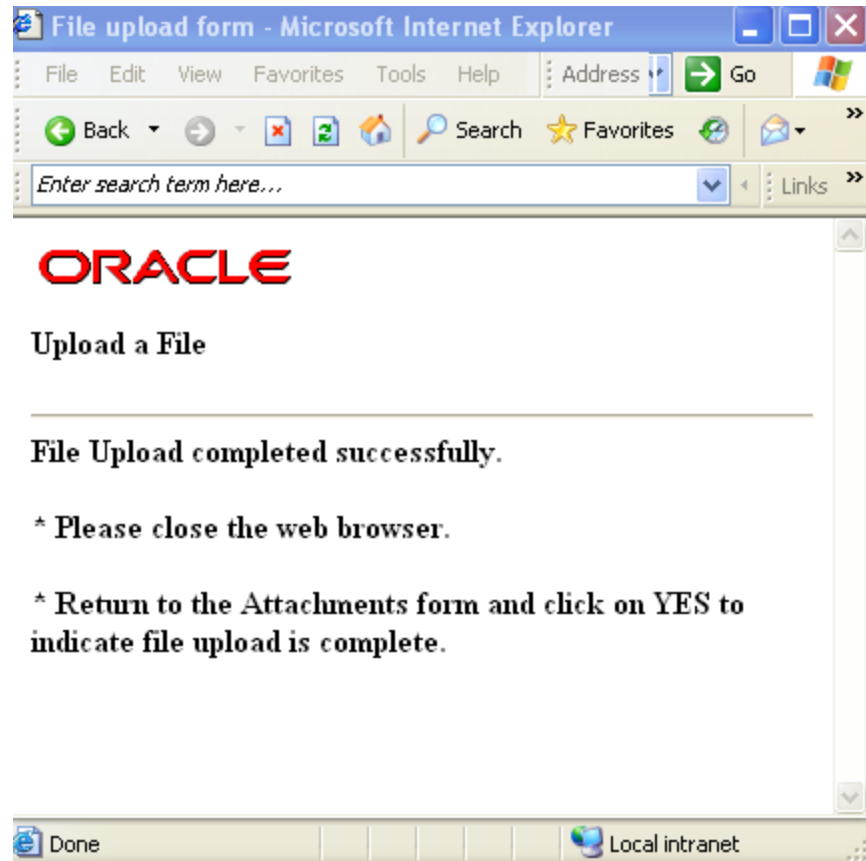
Step 7



- Click the OK Button.

Attach a New Document

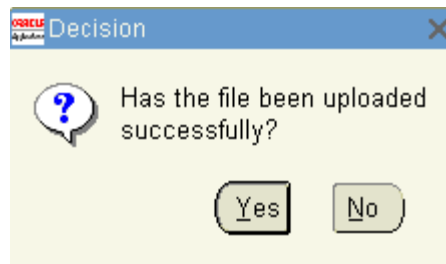
Step 8



- File Upload confirmation will be displayed. Please follow the instructions.

Attach a New Document

Step 9



- Answer the Question. If the file was not uploaded successfully then answer No. Go back to Step 3.

Attach a New Document

E-Business Suite Login

Step 10



- If you were prompted to Login again to Oracle via E-Business Suite. Please enter your Oracle Username and Login. Once the login has been completed, minimize the web page **Do not close the browser.** Go to step 9 and answer No to the file uploaded successfully question. Then Go to Step 11.

Attach a New Document

Step 11

Attachments - 1

Main Source

Seq	Category	File or URL
10	Miscellaneous	

Entity NameREQ Line

Magnification 100%

Open Document...

☐ Include Related Documents

Document Catalog...

- Click on the Main Tab and then proceed to Step 3.
- You will be able to tab through all fields and not have to re-enter any data.